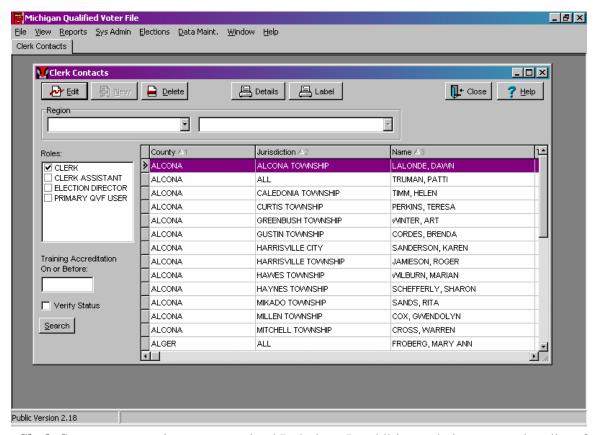
Chapter 4 - Clerk Contacts

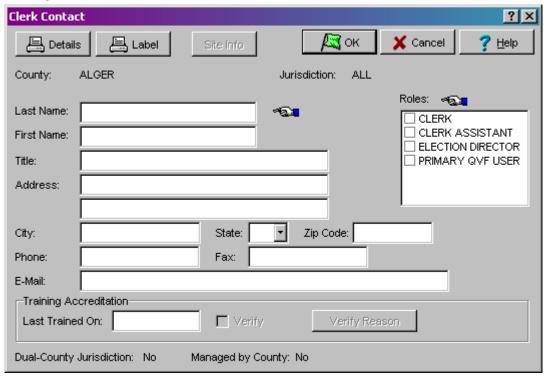
April 2006

The primary functions of this module are to lookup and maintain information about Clerks. In addition you can store other clerk contact information. A Clerk Contact is someone who works in the clerk's office and performs one or more clerk-related functions or "Roles". This module is used to define one or more clerk contacts for each clerk's office, along with critical details such as phone number, mailing address, and E-Mail address, etc. Each contact can then be assigned one or more role. The Training Accreditation feature allows the state to track the training level of each clerk contact.



The *Clerk Contacts* screen is a computerized Rolodex. In addition to being a complete list of all city, township and county clerks, you can use this screen to maintain addresses, E-mail addresses and phone numbers for anyone. You can also generate mailing labels for the complete contacts list.

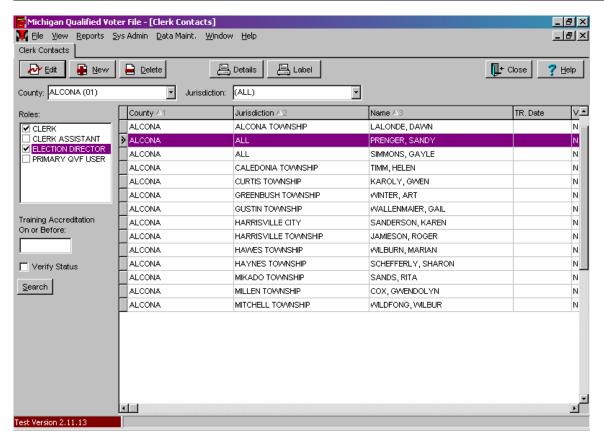
Adding a contact



Actions	Result
From the <i>Data Maintenance</i> menu select <i>Clerk Contacts</i> .	The <i>Clerk Contacts</i> screen is displayed along with a list of your contacts.
Enter the <i>Region</i> (county or jurisdiction).	Region type will appear.
Enter the correct county or jurisdiction from the dropdown menu.	The county or jurisdiction will appear.
To add a contact, click on the [New] button.	The <i>Clerk Contact</i> screen (shown above) is displayed.
Check the appropriate title for the person you are adding.	
Complete the information to be stored.	
Click [OK].	The new contact is saved and you are returned to the <i>Clerk Contacts</i> screen.
To change information on a contact, highlight the name and click on the [Edit] button.	The <i>Clerk Contact</i> screen is displayed
Make changes to the contact information and click on the [OK] button.	The changes are saved and you are returned to the <i>Clerk Contacts</i> screen.

Deleting a contact

Actions	Result
To delete a person from the contacts list,	The name is removed from the list of
check the appropriate title under [roles]	contacts.
highlight the name and click on the [Delete]	
button.	



Printing a Contact List/Labels

Truting a Contact List, Labets		
Actions	Result	
To print a list of your contacts, go to the	The <i>Clerk Contacts Report</i> screen is	
Reports Menu. Click on the [Clerk	displayed.	
Contacts] button.		
Enter the <i>Region</i> (county or jurisdiction).	Region type will appear.	
Enter the correct county or jurisdiction from	The county or jurisdiction will appear.	
the dropdown menu.		
Choose <u>Listing</u> or <u>Labels</u> .		
In the upper left hand corner of the reports	Depending on your choice, the report will do	
screen (as shown below), click on the icon to	as requested.	
Preview, Print Now, Print to file or Print		
<u>Later</u> .		
Click [Close].	You are returned to the <i>Main Desktop</i> .	

